

# SIKKIM



## GOVERNMENT

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**SIKKIM LEGISLATIVE ASSEMBLY SECRETARIAT  
SONAM TSHERING MARG, GANGTOK**

**No. 386/ADMN/SLAS**

**Date: 30/9/2021**

### **RECRUITMENT AND CONDITIONS OF SERVICE ORDER**

In exercise of the powers conferred by rule 4 read with sub rule (1) of rule 7 of the Sikkim Legislative Assembly Secretariat (Recruitment and Conditions of Service) Rules, 1983, the Speaker, in consultation with the State Government, hereby makes the following Order further to amend the Sikkim Legislative Assembly Secretariat (Methods of Recruitment and qualifications for appointment) order, 1984, namely: -

#### **1. Short title and commencement: -**

- (1) This Order may be called the Sikkim Legislative Assembly Secretariat (Methods of recruitment and qualifications for appointment (Amendment) order, 2021.
- (2) This shall come into force on the date of its publication in the official Gazette.

#### **2. Insertion in Order 2: -**

In the Sikkim Legislative Assembly Secretariat (Methods of Recruitment and qualifications for appointment) order, 1984, hereinafter referred to as the "said order", in order 2 after clause (f) the following clause shall be inserted, namely: -  
"(g) "Technical Post" means a post requiring Technical qualification".

#### **3. Substitution of Schedules: -**

In the said order, for the existing Schedules, the following Schedules shall be substituted, namely: -

**"THE SCHEDULE-I**

NAME OF THE POST AND SCALE OF PAY		METHODS OF RECRUITMENT	ELIGIBILITY CONDITIONS
1		2	3
1	<p>Secretary Level-22 of Pay Matrix</p> <p>(for the initial 03 (three) years and Level 23 of Pay Matrix after completion of 03 (three) years).</p>	100 % by promotion failing which on Deputation	<p><b>Promotion:</b> Special Secretary (other than on Deputation) with minimum of 02 (two) years of continuous service in substantive capacity in the said post <b>Or</b> having 26 (twenty six) years of continuous service in the gazetted grade in the Sikkim Legislative Assembly Secretariat, subject to availability of vacancy.</p> <p><b>Deputation:</b> Secretary to the State Government.</p>
2	<p>Special Secretary Level-21 of Pay Matrix</p> <p>(Level 22 of Pay Matrix after completion of 24 years of continuous cumulative service in the gazetted grade).</p>	100% by promotion	Additional Secretary with minimum of 04 (four) years of continuous service in substantive capacity in the said post <b>Or</b> having 22 (twenty two) years of continuous service in the gazetted grade in the Sikkim Legislative Assembly Secretariat, subject to availability of vacancy.
3	<p>Additional Secretary Level-20 of Pay Matrix</p> <p>(Level 21 of Pay Matrix after completion of 22 years of continuous cumulative service in the gazetted grade).</p>	100% by promotion	Joint Secretary or equivalent with minimum of 04 (four) years of continuous service in substantive capacity in the said post <b>Or</b> having 18 (eighteen) years of continuous service in the gazetted grade in the Sikkim Legislative Assembly Secretariat, subject to availability of vacancy.
4	<p>Joint Secretary/Chief Accounts Officer Level-19 of Pay Matrix</p>	100% by promotion	Person in the Level-17 of Pay Matrix, with minimum of 06 (six) years of continuous service in substantive capacity in the said post other than the Technical Post with a Minimum Educational Qualification of Bachelor Degree from a recognized University, subject to availability of vacancy.

5	Deputy Secretary/ Sr. Accounts Officer Level-17 of Pay Matrix	100% by promotion	Person in the Level-15 of Pay Matrix, with minimum of 06 (six) years of continuous service in substantive capacity in the said post other than the Technical Post, subject to availability of vacancy.
6	Under Secretary/ Committee Officer/ Accounts Officer Level-15 of Pay Matrix	50 % by promotion 50% by direct recruitment	<b>Promotion:</b> Person in the Level-14 of Pay Matrix, with minimum of 06 (six) years of continuous service in substantive capacity in the said post other than the Technical Post, subject to availability of vacancy.  <b>Direct Recruitment:</b> By selection through Open Competitive Examination from amongst the candidates possessing Minimum Educational Qualification of Bachelor Degree from a recognized University with Certificate in Computer Course from the recognized Institute.
7	Office Superintendent/ Sr. Committee Assistant/ Sr. Legislative Assistant/ Sr. Accountant Level-14 of Pay Matrix	100% by promotion	Person in the Level-11 of Pay Matrix, with minimum of 05 (five) years of continuous service in substantive capacity in the said post other than the Technical Post, subject to availability of vacancy.
8	Head Assistant/ Committee Assistant/ Legislative Assistant/ Accountant Level-11 of Pay Matrix	100% by promotion	Person in the Level-9 of Pay Matrix, with minimum of 05 (five) years of continuous service in substantive capacity in the said post other than the Technical Post, subject to availability of vacancy.
9	Upper Division Clerk/ Jr. Accountant Level-9 of Pay Matrix	100% by promotion	Person in the Level-7 of Pay Matrix, with minimum of 05 (five) years of continuous service in substantive capacity in the said post other than the Technical Post, subject to availability of vacancy.

10	Lower Division Clerk-Cum-Typist Level-7 of Pay Matrix	15% by promotion 85% by direct recruitment	<p><b>Promotion:</b></p> <p>(1) 10% by promotion from amongst Group "D" employees with minimum 06 (six) years of continuous service having Minimum Qualification of Class X Passed from recognized Board with Diploma / Certificate in Computer Course from the recognized Institute, through limited Competitive Examination within Secretariat, subject to availability of vacancy.</p> <p>(2) 5% by promotion from Group 'D' employees, who have completed 30 years of continuous service in Sikkim Legislative Assembly Secretariat on the basis of seniority.</p> <p><b>Direct Recruitment:</b> By selection through Open Competitive Examination with Minimum Educational Qualification of Class XII Passed from a recognized Board with Diploma / Certificate in Computer Course from the recognized Institute.</p>
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## THE SCHEDULE-II

NAME OF THE POST AND SCALE OF PAY		METHODS OF RECRUITMENT	ELIGIBILITY CONDITIONS
1		2	3
1	Joint Director (Debates) Level-19 of Pay Matrix	100% by promotion	Deputy Director (Debates) with minimum of 06 (six) years continuous service in substantive capacity in the said post with a Minimum Educational Qualification of Bachelor Degree from a recognized University.
2	Deputy Director (Debates) Level-17 of Pay Matrix	100% by promotion	Editor of Debates with minimum of 06 (six) years of continuous service in substantive capacity in the said post.
3	Editor of Debates Level-15 of Pay Matrix	100% by promotion failing which by direct recruitment through open Competitive Examination	<p><b>Promotion:</b> Sub-Editor or Sr. Proof Reader with minimum of 06 (six) years of continuous service in substantive capacity in the said post.</p> <p><b>Direct Recruitment:</b> By selection through open Competitive Examination from amongst the candidates possessing Minimum Educational Qualification of Bachelor Degree from a recognized University with Nepali as one of the main subject, capable of doing simultaneous translation and interpretation in English to Nepali and vice versa. Must possess Diploma / Certificate in Computer Course from the recognized Institute.</p>
4	Sub-Editor / Sr. Proof Reader Level-14 of Pay Matrix	100% by promotion	Nepali Translator/ Proof Reader with minimum of 05 (five) years of continuous service in substantive capacity in the said post.
5	Nepali Translator / Proof Reader Level-11 of Pay Matrix	100% by promotion	Assistant Nepali Translator/ Assistant Proof Reader with minimum of 04 (four) years of continuous service in substantive capacity in the said post.

6	Assistant Nepali Translator / Assistant Proof Reader Level-10 of Pay Matrix	100% by direct recruitment	By selection through Open Competitive Examination from amongst the candidates possessing Minimum Educational Qualification Bachelor Degree from a recognized University with Nepali as one of the main subject, capable of doing simultaneous translation and interpretation in English to Nepali and vice versa. Must possess Diploma / Certificate in Computer Course from the recognized Institute.
7	Transcriber-cum-Typist/ Nepali Typist Level-7 of Pay Matrix	100% by direct recruitment	By selection through Open Competitive Examination with Minimum Educational Qualification of Class XII Passed from a recognized Board with Nepali as one of the main subject. Must possess Diploma / Certificate in Computer Course from the recognized Institute/ specialization in Nepali typing for the post of Nepali Typist.

### THE SCHEDULE-III

NAME OF THE POST AND SCALE OF PAY		METHODS OF RECRUITMENT	ELIGIBILITY CONDITIONS
1		2	3
1	Joint Director (Regional Language) Level-19 of Pay Matrix	100% by promotion	Deputy Director (Regional Language) with minimum of 06 (six) years continuous service in substantive capacity in the said post with a Minimum Educational Qualification of Bachelor Degree from a recognized University.
2	Deputy Director (Regional Language) Level-17 of Pay Matrix	100% by promotion	Editor (Regional Language) with minimum of 06 (six) years continuous service in substantive capacity in the said post.
3	Editor (Regional Language) Level-15 of Pay Matrix	100% by promotion	Sub-Editor (Regional Language) with minimum of 06 (six) years continuous service in substantive capacity in the said post.
4	Sub-Editor (Regional Language) Level-14 of Pay Matrix	100% by promotion	Translator-Cum-Interpreter (Regional Language) with minimum of 05 (five) years of continuous service in substantive capacity in the said post.
5	Translator-Cum-Interpreter (Regional Language) Level-11 of Pay Matrix	100% by promotion	Assistant Translator –Cum- Interpreter (Regional Language) with minimum of 04 (four) years of continuous service in substantive capacity in the said post.
6	Assistant Translator – Cum- Interpreter (Regional Language*) Level-10 of Pay Matrix	100% by direct recruitment	By selection through open Competitive Examination from amongst the candidates possessing Minimum Educational Qualification Bachelor Degree from a recognized University with proficiency in English, Nepali and concerned languages. Must be capable of doing simultaneous translation and interpretation. Must possess Diploma / Certificate in Computer Course from the recognized Institute.

**Explanation: - \* Regional Language means Bhutia, Lepcha, Rai, Limbu, Gurung, Tamang, Mangar, Newari, Sherpa and Sunuwar languages recognized by the State Government.**

### THE SCHEDULE-IV

NAME OF THE POST AND SCALE OF PAY		METHODS OF RECRUITMENT	ELIGIBILITY CONDITIONS
1		2	3
1	Joint Director (Library & Research) Level-19 of Pay Matrix	100% by promotion	Deputy Director (Library & Research) with minimum of 06 (six) years of continuous service in substantive capacity in the said post with a Minimum Educational Qualification of Bachelor Degree in the concerned field from a recognized University.
2	Deputy Director (Library & Research) Level-17 of Pay Matrix	100% by promotion	Assistant Director (Library & Research) with minimum of 06 (six) years of continuous service in substantive capacity in the said post.
3	Assistant Director (Library & Research) Level-15 of Pay Matrix	100% by promotion failing which by direct recruitment through open Competitive Examination	<p><b>Promotion:</b> Sr. Librarian with 06 (six) years of continuous service in substantive capacity in the said post.</p> <p><b>Direct Recruitment:</b> By selection through open Competitive Examination from amongst the candidates possessing Minimum Education Qualification of Bachelor Degree in Library and Information Science from the recognized University with Diploma/ Certificate in Computer Course from the recognized Institute.</p>
4	Sr. Librarian (Library & Research) Level-14 of Pay Matrix	100% by promotion	Librarian with 05 (five) years of continuous service in substantive capacity in the said post.
5	Librarian (Library & Research) Level-11 of Pay Matrix	100% by promotion	Assistant Librarian with minimum 04 (four) years of continuous service in substantive capacity in the said post.



6	Assistant Librarian (Library & Research) Level-10 of Pay Matrix	100 % by direct recruitment	By selection through open Competitive Examination from amongst the candidates possessing Minimum Education Qualification of Bachelor Degree in Library and Information Science from the recognized University Or 03 (three) years Diploma in Library and Information Science with 05 (five) years experience in Library and Information Institute. Must possess Diploma / Certificate in Computer Course from the recognized Institute.
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### THE SCHEDULE-V

NAME OF THE POST AND SCALE OF PAY		METHODS OF RECRUITMENT	ELIGIBILITY CONDITIONS
1		2	3
1	Principal Private Secretary Level-19 of Pay Matrix	100% by promotion	Senior Private Secretary to Speaker, Senior Private Secretary to Deputy Speaker and Senior Private Secretary with minimum of 06 (six) years continuous service in substantive capacity in the said post with a Minimum Educational Qualification of Bachelor Degree from a recognized University.
2	Sr. Private Secretary Level-17 of Pay Matrix	100% by promotion	Private Secretary to Speaker, Private Secretary to Deputy Speaker and Private Secretary with minimum of 06 (six) years continuous service in substantive capacity in the said post.
3	Private Secretary to Speaker/ Private Secretary to Dy. Speaker Level-15 of Pay Matrix	Promotion Or Direct Recruitment Or Selection Or Deputation	<p><b>Promotion:</b> Stenographer Grade-I and equivalent with minimum of 06 (six) years continuous service in substantive capacity in the said post, subject to availability of vacancy.</p> <p><b>Direct Recruitment:</b> By selection through Open Competitive Examination from amongst the candidates possessing Minimum Educational Qualification of Bachelor Degree from a recognized University. Must possess Diploma / Certificate in Computer Course from the recognized Institute, certificate in Stenography Course from a recognized Institute with minimum speed of 80 (eighty) words per minute in English and minimum 50 words per minute in typing in English.</p> <p><b>Selection:</b> Under Secretary and equivalent Officers (other than on Deputation) shall be deployed as per the</p>

			<p>administrative convenience and on selection of the Speaker and Deputy Speaker as the case may be.</p> <p><b>Deputation:</b> The Officers holding the grade not below the post of Under Secretary and equivalent serving in State Government. The Officers on deputation shall have no right to claim for permanent absorption in the Sikkim Legislative Assembly Secretariat Service.</p>
4	Private Secretary Level-15 of Pay Matrix	100% by promotion	Stenographer Grade-I with minimum of 06 (six) years continuous service in substantive capacity in the said post.
5	Stenographer Grade-I Level-14 of Pay Matrix	100% by promotion	Stenographer Grade-II with minimum 04 (four) years of continuous service in substantive capacity in the said post.
6	Stenographer Grade-II Level-12 of Pay Matrix	100% by promotion	Stenographer Grade-III with minimum 04 (four) years of continuous service in substantive capacity in the said post.
7	Stenographer Grade-III Level-11 of Pay Matrix	100% by direct recruitment	By selection through Open Competitive Examination from amongst the candidates possessing Minimum Educational Qualification of Bachelor Degree from a recognized University with certificate in Stenography Course from a recognized Institute with minimum speed of 80 (eighty) words per minute in English and minimum 50 words per minute in typing in English. Must possess Diploma / Certificate in Computer Course from the recognized Institute.

### THE SCHEDULE-VI

NAME OF THE POST AND SCALE OF PAY		METHODS OF RECRUITMENT	ELIGIBILITY CONDITIONS
1		2	3
1	Joint Director (IT) Level-19 of Pay Matrix	100% by promotion	Deputy Director (IT) with minimum of 06 (six) years of continuous service in substantive capacity in the said post possessing Minimum Educational Qualification of Bachelor Degree in Engineering with Computer Science Or Information Technology Or Electronics & Communication Or Master of Computer Application from a recognized University.
2	Deputy Director (IT) Level-17 of Pay Matrix	100% by promotion	Assistant Director (IT) with minimum of 06 (six) years of continuous service in substantive capacity in the said post.
3	Assistant Director (IT) Level-15 of Pay Matrix	100% by promotion failing which by direct recruitment through open Competitive Examination	<p><b>Promotion:</b> Sr. Technical Assistant with 06 (six) years of continuous service in substantive capacity in the said post.</p> <p><b>Direct Recruitment:</b> By selection through open Competitive Examination from amongst the candidates possessing Minimum Education Qualification of Bachelor Degree in Engineering with Computer Science Or Information Technology Or Electronics &amp; Communication Or Master of Computer Application from a recognized University by AICTE.</p>
4	Sr. Technical Assistant (Acoustic) Level-14 of Pay Matrix	100% by promotion	Technical Assistant with 05 (five) years of continuous service in substantive capacity in the said post.
5	Technical Assistant-I (Acoustic) Level-11 of Pay Matrix	100% by promotion	Technical Assistant-II (Acoustic) with 04 (four) years of continuous service in substantive capacity in the said post.

6	Technical Assistant-II (Acoustic) Level-10 of Pay Matrix	100 % by direct recruitment	By selection through open Competitive Examination from amongst the candidates possessing Minimum Education Qualification of Bachelor Degree in Engineering with Computer Science Or Information Technology Or Electronics & Communication Or Master of Computer Application from a recognized University by AICTE Or Minimum 03 (three) years Diploma in Computer Science Or Computer Engineering Or Electronics & Communication recognized by a University / AICTE with Minimum 05 (five) years experience in maintenance Or repairs of electronic equipment particularly acoustic system and recording.
7	Programmer Level-14 of Pay Matrix	100% by promotion	Assistant Programmer-I with 05 (five) years of continuous service in substantive capacity in the said post.
8	Asstt. Programmer-I Level-11 of Pay Matrix	100% by promotion	Assistant Programmer-II with 04 (four) years of continuous service in substantive capacity in the said post.
9	Asstt. Programmer-II Level-10 of Pay Matrix	100 % by direct recruitment	By selection through open Competitive Examination from amongst the candidates possessing Minimum Education Qualification of Bachelor Degree in Engineering with Computer Science Or Information Technology Or Electronics & Communication Or Master of Computer Application from a recognized University by AICTE Or Minimum 03 (three) years Diploma in Computer Science Or Computer Engineering Or Electronics & Communication recognized by a University / AICTE with Minimum 05 (five) years experience in maintenance / repairs of electronic equipment.

10	Information Assistant Level-10 of Pay Matrix	100 % by direct recruitment	By selection through open Competitive Examination from amongst the candidates possessing Minimum Education Qualification of Bachelor Degree in Journalism & Mass Communication from recognized University with Certificate in Computer Course from the recognized Institute.
11	Videographer Level-07 of Pay Matrix	100 % by direct recruitment	By selection through Open Competitive Examination with Minimum Educational Qualification of Class XII Passed from a recognized Board with Diploma / Certificate in Computer Course with specialization of videography from the recognized Institute.
12	Photographer Level-07 of Pay Matrix	100 % by direct recruitment	By selection through Open Competitive Examination with Minimum Educational Qualification of Class XII Passed from a recognized Board with Diploma / Certificate in Computer Course with specialization of photography from the recognized Institute.

### THE SCHEDULE-VII

NAME OF THE POST AND SCALE OF PAY		METHODS OF RECRUITMENT	ELIGIBILITY CONDITIONS
1		2	3
1	Driver Level-6 of Pay Matrix	100% by direct recruitment	By selection through open Competitive Examination: (1) Minimum Educational Qualification: Class VIII passed. (2) Must possess valid commercial LMV/HMV driving license issued by the competent authority. (3) 03 (three) years' experience of driving vehicle of different make and model. (4) Should be conversant with the customs and usages of Sikkim. (5) Should have knowledge of any of the State languages.
2	Office Attendant/ Chowkidar/ Safaikarmachari Level-4 of Pay Matrix	100% by direct recruitment	By selection through open Competitive Examination: (1) Minimum Educational Qualification: Class IV passed. (2) Should be conversant with the customs and usages of Sikkim. (3) Should have knowledge of any of the State languages.

### THE SCHEDULE-VIII

NAME OF THE POST AND SCALE OF PAY		METHODS OF RECRUITMENT	ELIGIBILITY CONDITIONS
1		2	3
1	Joint Director Level-19 of Pay Matrix	100% by promotion	Senior Superintendent (Hostel) with minimum 06 (six) year of continuous service in substantive capacity in the said post other than Technical Post with a Minimum Educational Qualification of Bachelor Degree from a recognized University.
2	Senior Superintendent Level-17 of Pay Matrix	100% by promotion	Superintendent or equivalent with minimum 06 (six) year of continuous service in substantive capacity in the said post other than Technical Post.
3	Superintendent Level-15 of Pay Matrix	100% by promotion failing which by direct recruitment through open Competitive Examination	<p><b>Promotion:</b> Assistant Superintendent or Equivalent with minimum 06 (six) year of continuous service in substantive capacity in the said post.</p> <p><b>Direct Recruitment:</b> By selection through open Competitive Examination from amongst the candidates possessing minimum educational qualification of a Bachelor Degree in Hotel Management from the recognized University with Diploma / Certificate in Computer Course from the recognized Institute.</p>
4	Assistant Superintendent Level-14 of Pay Matrix	100% by promotion	Hostel Assistant or Equivalent with minimum 05 (five) year of continuous service in substantive capacity in the said post.
5	Hostel Assistant Level-11 of Pay Matrix	100% by promotion	Sub-Hostel Assistant with minimum 04 (four) year of continuous service in substantive capacity in the said post.





6	Sub- Hostel Assistant Level-10 of Pay Matrix	100% by direct recruitment	By selection through open Competitive Examination from amongst the candidates possessing Minimum Education Qualification of Degree Or Diploma in Hotel Management from the recognized University or equivalent with 05 (five) years experience in Catering or Management in a Hotel of repute. Must possess Diploma / Certificate in Computer Course from the recognized Institute.
7	Cook Level-4, of Pay Matrix	100% by direct decrutment	By selection through open Competitive Examination: (1) Minimum Educational Qualification: Class VIII passed with Certificate in Cooking from any recognized Hotel or Livelihood Institute or HMI. (2) Should be conversant with the customs and usages of Sikkim. (3) Should have knowledge of any of the State languages.
8	Masalchi/Room Attendant/ House Keeping Level-4 of Pay Matrix	100% by direct recruitment	By selection through Open Competitive Examination: (1) Minimum Educational Qualification: Class IV passed. (2) Should be conversant with the customs and usages of Sikkim. (3) Should have knowledge of any of the State languages.

**Dr. Gopal Pd. Dahal-SLASS**  
**Secretary**  
**Sikkim Legislative Assembly Secretariat**  
**File No. 24/SLAS/ADMN/2021**